

The case manager/family Children's Service Worker determines, at opening, if either or both biological/legal parent is incarcerated in a Missouri Department of Corrections facility, a local correctional facility, an out-of-state correctional facility or a federal prison.

Related Subject: Section 1, Chapter 2, Roles and Responsibilities of the Parents, and Their Children.

The Children's Service Worker also determines the specifications in a court order, dissolution of marriage decree or a separation agreement, and considers same in developing the case plan, CS-I, for a child who has an incarcerated parent.

NOTE: Restrictions on contact between a child and an incarcerated parent, desired by the other parent, must have the approval of the court holding jurisdiction over the child or be specified in a divorce decree or separation agreement.

The Children's Service Worker obtains the name of the incarcerated individual and the address of the facility. He/she interviews the parent if the location of the parent's incarceration is within the county of assignment. If not, the worker will seek assistance of staff in other local Children's Division (CD) offices or social service staff of a state or federal correctional facility.

NOTE: Children's Service staff must arrange for contact with the incarcerated parent through the authorized representative of the correctional facility. Interviews are to take place in privacy during normal working hours after informing correctional facility staff of the purpose of the interview.

The case manager/family Children's Service Worker is to also obtain information regarding the length of the sentence and possible amount of time required to serve the sentence.

The worker develops the case plan (CS-I) with the parent (with assistance of available social service staff of the correctional facility if consented to by the parent) including the following actions:

- A) Apply other procedures to the extent possible and as needed including tasks related to case plan (form CS-1).
- B) Send a letter giving the parent an explanation of the Division's wish to include him/her in every feasible way in planning for the welfare of the child and include form CS-2, Notice to Incarcerated Parent.
- C) Inform the parent of his/her rights and responsibilities.

Related Subject: Section 1, Chapter 2, Role and Responsibilities of Parents, and Their Children.

- D) Send the treatment plan or the court approved plan to the parent for agreement and request the parent to signify agreement by signing it.

The Children's Service Worker and the parent implement the treatment plan following applicable steps of other procedures of this section and include the following actions:

- A) Obtain and clarify spouse's and child's (if age appropriate) understanding of incarcerated parent's circumstance.
- B) Obtain spouse's and child's (if age is appropriate) perception of the importance of the incarcerated parent.
- C) Assist spouse and child in maintaining familial relationship with absent parent.

NOTE: Division staff do not have the right to inform the child of his/her parents' status as incarcerated should the child have no knowledge of the absent parent's circumstance. Staff is to work through the available parent in carrying out the case/treatment plan.

The Children's Service Worker will keep the incarcerated parent informed of the child's location, needs, and growth through interviews, letters, and other appropriate communication methods, (i.e., tape recordings, pictures, etc). He/she will arrange for visits of the child with the incarcerated parent as frequently as possible using parental and community resources to meet transportation costs. If community resources are not available, seek supervisory approval for the Division to meet transportation costs. The Division will meet transportation costs if the child is eligible for IV-E alternative care or HDN.

VISITS SHALL BE ARRANGED THROUGH AN AUTHORIZED REPRESENTATIVE OF THE CORRECTIONAL FACILITY.

Interviews regarding securing termination of parental rights should not take place during parent/child visits.

Related Subject: Chapter 26, of this section, Termination of Parental Rights.

The Children's Service Worker will advise parent to contact the jurisdictional court (juvenile or circuit, if a divorce or legal separation has occurred) if the parent wishes to have any restrictions placed on the visiting arrangements included in the case plan.

TITLE: CHILD WELFARE MANUAL  
SECTION 4: OUT-OF-HOME CARE  
CHAPTER 7: BEGIN WORK WITH THE FAMILY/CHILD(REN)  
ATTACHMENT B: SERVING THE INCARCERATED PARENT  
EFFECTIVE DATE:  
PAGE: 3

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NOTE: THE CASE PLAN SHOULD BE CONTINUED UNTIL THE JURISDICTIONAL COURT HAS MADE A DECISION AND/OR A COURT ORDER HAS BEEN ISSUED.

The Children's Service Worker will seek guidance from his/her immediate supervisor and the juvenile court if the implementation of the case plan indicates restrictions should be placed on the visiting plan or other contacts between the child and the incarcerated parent(s).

NOTE: The potential need for restrictions, which may arise out of case services, on contacts between an incarcerated parent and a child in out-of-home care should be carefully considered and include supervisory guidance before recommending restrictions to the court.

The Children's Service Worker shall record all activities every 30 days.

NOTE: The case manager must be assigned from the county of court jurisdiction for the child. If the county of court jurisdiction is different from the county of placement of the child or the location of the incarcerated parent, coordination of all planning and service delivery will be the responsibility of the case manager.

MEMORANDA HISTORY: